

RFP NO. BEN-08-007
EMPLOYMENT ADVANCEMENT FOR TANF PARTICIPANTS
August 7, 2007
QUESTIONS AND ANSWERS
FROM THE PRE-PROPOSAL CONFERENCE
Held August 2, 2007 at Henrico County Government Center, 1-3PM

- 1) **Question:** Can grant funds pay for a client's driving fines?
Answer: No. Expenses for fines are not an allowable use of grant monies. The costs for fines and penalties resulting from violations of, or failure to comply with, local or state laws must be obtained from other sources.
- 2) **Question:** Is the definition for full-time and part-time employment the same as VIEW?
Answer: Yes. Full-time would be considered 30 hours or more.
- 3) **Question:** Is there a requirement that all the outcomes listed in the RFP be addressed in a single proposal?
Answer: No. A grant recipient should only report on the outcomes that apply to that specific project.
- 4) **Question:** If an organization has an existing Employment Advancement Project and is funded by this RFP [grant], do they continue to report participants from the previous project?
Answer: There would be a carryover of those participants still in the program on December 1, 2007 when the new grant period begins; all other previous participants would be eliminated from the count.
- 5) **Question:** During monitoring visits, what information will be required in the area of job retention?
Answer: We will be looking at verifiable documentation of job retention such as a paycheck stub or correspondence with an employer.
- 6) **Question:** Does a MOU need to be done for all partnerships?
Answer: It depends upon your locality's requirements.
- 7) **Question:** Where are original signatures required?
Answer: Three of the paper copies must have originals signatures on the Application Cover Form. One of these three must have original signatures on all other pages requiring signatures. These include:
 - General Terms and Conditions with Certification of Compliance;
 - Special Terms and Conditions with Certification of Compliance;
 - Small Business Subcontracting Plan (if relevant);
 - SF 424B Form-Assurances-Non-Construction Programs;
 - W-9 Request for Taxpayer Identification Number(s) and Certification; and
 - Community Partners and Documentation of Support.
- 8) **Question:** What are the requirements for local departments of social services to have staff working on the grant?
Answer: Positions must be restricted; (designated staff will be required to work exclusively on the grant). No split positions are allowed; however 10% of the grant request is allowed to administer the contracts and other activities associated with the program.

- 9) **Question:** What is pay for performance?
Answer: You can pay a contractor based on his performance. For example, if the object is to have someone employed, a certain sum of money could be tied to obtaining and retaining employment. This is also known as "incentive pay" which is generally given for specific performance results rather than simply for time worked.
- 10) **Question:** What about medical expenses?
Answer: Whenever possible medical services are to be paid through Medicaid. Medical expenses must be reported separately from other expenses, as these costs must be covered with state funds.
- 11) **Question:** What about the cost of rent?
Answer: Under most circumstances the cost of rent is not allowed. However, if there are extenuating circumstances and the program cannot be administered without renting space, permission may be given, in writing, on a case-by-case basis.
- 12) **Question:** What about transportation costs?
Answer: If VIEW funds are available and appropriate, they are to be used first.
- 13) **Question:** Can funds be used to purchase vehicles to transport participants?
Answer: No.
- 14) **Question:** Is match required?
Answer: No. However, you can reference match in your proposal.
- 15) **Question:** With regard to the amount of funds an organization should ask for, what is suggested?
Answer: If you have an existing grant, look at the previous expenditures and what, if any, changes you want to make in your new proposal. New applicants should base their request on past experience with other grants and/or programs.
- 16) **Question:** If a business is an existing small business, a small woman-owned business or a small minority owned business (SWAM) and certified by the Department of Minority Business Enterprises (DMBE), does the business need to complete a Small Business Subcontracting Plan?
Answer: non-profit organizations are not required to submit a SWAM plan. However, for-profit organizations must comply with all DMBE requirements which include the submission of a Small Business Subcontracting Plan. Existing for-profits certified by DMBE need only complete the first page of the plan (Section A).